

Privacy Policy for FFD's Advisory Services Database English Translation

Finnish Agri-Agency for Food and Forest Development ry (FFD) is a Finnish development cooperation NGO, incorporated as a Finnish registered association. This privacy policy concerns the organization's handling of personal details of individuals providing advisory services, such as consultants and twinning partners.

This privacy policy document is available as an English translation. In cases of conflict between the two language versions, the Finnish document shall be considered valid in all cases.

Registrar and Contact Person

Finnish Agri-Agency for Food and Forest Development ry

Tiina Huvio, tiina.huvio@ffd.fi

The association is overseen by a Board of Directors. Members of the board may be contacted through FFD's website, or contact details may be obtained through the Finnish Register of Associations.

Contents of the Register and Ordinary Data Sources

We retain resumés/CVs drafted by persons of themselves, and these may contain personal information such as contact details. Valid contracts may contain personal details of its parties. Personal details are used in accordance with appropriate legislation in the execution of advisory services assignments or consultancy tenders.

We handle personal details on the following legal grounds:

- **Consent:** We may handle personal details based on consent to execute advisory services assignments or consultancy tenders
- **Agreement:** We may retain personal details of those persons with whom we have entered into an agreement on the use of advisory services.

Timeframe for Retaining Data

We may retain personal details so long as may be necessary for abovementioned purposes, and is allowed by law. A person may influence the retention of their personal details as is outlined in this document.

Rights of the Registree

Data collection and use may be influenced in the following ways:

- Review, correction and deletion of data: A person has the right to review personal details stored on them. Upon request we will correct, delete or amend data relevant to the use thereof, in any such case that said personal details may be erroneous, redundant or outdated.
- Transfer of personal data: A person may request for their data to be transferred to themselves or another registerholder by contacting the registerholder through the contact details at the beginning of this document. The condition for this is that the details have been provided by the person themselves, and they are handled on the grounds of consent or agreement.
- Revocation of consent: A person may revoke their prior consent whenever by contacting the registerholder through the contact details at the beginning of this document, or by other means specifically provided.
- Appeal: A person has the right to appeal to the relevant authorities, if they are of the opinion that their personal details have been handled in violation of this Privacy Policy and valid legislation.

Contact details to the Finnish Data Protection Ombudsman are provided at the end of this document.

Transfer and Surrender of Data Outside the EU and EEA

The data is intended for the use of FFD, and will not be surrendered or transferred to any third part without the consent of the person concerned. We do not transfer or surrender data outside of the EU or EEA without the consent of the person concerned. The service provider for this register is the Finnish company Elisa Oyj.

Data Protection Principles

We use relevant technical and organizational security measures to protect against unauthorized access, surrender, deletion or otherwise unauthorized use of personal details.

Access to the data is only provided to individuals that require contents thereof in their work duties.

Those accessing personal data are not allowed to disclose said data to outside parties. Data is contained in databases that are username and password protected.

Contact Details

Inquiries regarding this Privacy Policy may be directed to the person mentioned at the beginning of this document.

Contact Details of the Supervisory Authority:

Office of the Data Protection Ombudsman of Finland

Address: Ratapihantie 9, 6. floor, 00520 Helsinki

Postal Address: PL 800 00521 Helsinki

Phone: +358295666700

Email: tietosuoja@om.fi